

Position Description

Position Title:

Pastor/Head of Staff

Position Summary:

To provide spiritual leadership, pastoral care, administrative oversight and organizational direction to staff and congregation of more than 1000 members with a broad emphasis on worship, music, preaching, education, stewardship, mission, outreach, development and involvement of membership, and programs to address the needs of the congregation. This position description reflects our current practice. We anticipate, however, that this position will evolve under the vision and perspective of new leadership.

Principle Working Relationships:

The Pastor serves as Moderator of Session and works closely with the Board of Trustees. The Pastor also brings leadership and a spiritual presence to a variety of committees, with particular emphasis on the Joint Finance Committee, the Stewardship Committee, and the Joint Committee on Gifts, Memorial, and Planned Giving. At this time the Pastor has four areas of direct report: (1) Pastoral Staff; (2) Director of Music; (3) Director of Finance; and (4) Director of the Nursery School.

Key Tasks and Responsibilities:

A. Worship, Christian Education, and Pastoral Care:

- The Pastor provides outstanding, engaging preaching and stimulating worship centered around scripture that will attract, challenge, and nurture the spiritual development of a progressive and inclusive congregation, prospective members, and visitors.
- The Pastor, in collaboration with other staff, provides effective and inspiring leadership to both officers and congregation in the church's mission, outreach, and interpretation. Related responsibilities may include:
 - Conducting officer training for newly elected officers
 - Meeting and teaching parents whose children are to be baptized
 - Teaching New Member Classes four times a year
 - Contributing to educational programming and mid-week Bible study
- The Pastor, in collaboration with other staff, provides, supports and helps structure responsive and concerned pastoral care including hospital visitation, retirement/nursing home visitation, and crisis counseling.
- The Pastor, in collaboration with other staff, conducts weddings, administers the sacraments of the Lord's Supper and Baptism, conducts funerals, and provides counseling.

B. Administration:

- The Pastor moderates the Session to provide general leadership to the worship, mission, educational, and fellowship ministries of the church, while also providing guidance to the Board of Trustees in their varied duties.
- The Pastor provides leadership and administrative oversight as Head of Staff. This may include directly overseeing and guiding the pastoral staff, with responsibilities for programs and policies, outreach and service, communications and family ministries, and effectively coordinating and integrating the varied efforts and initiatives to accomplish intended goals and outcomes. The Pastor is additionally entrusted with overseeing and guiding the Director of Music, Director of Finance, and Director of Nursery School, as well as coordinating the church's relationship with Public School 226.
- The Pastor provides leadership in the area of stewardship. This includes leading major fundraising efforts, engaging the participation of congregants and staff in service and programs, and being responsible for budgeting and financial management.

Experience and Education:

- Experience leading a complex, multi-staff congregation as Pastor/Head of Staff role or equivalent
- Experience with a large and/or urban congregation a plus
- Strong understanding of, and experience with, financial management and budgeting
- Graduate of a Seminary or Divinity School in the reformed tradition